



**PrairieCat Administrative Council
Minutes
June 4, 2021**

The Council met on Friday, June 4th, 2021, 10 am – 3 pm
Via Zoom online. Please visit [L2](#) to register or click on the link below:
<https://railslibraries.zoom.us/meeting/register/tJAtf-qgrz4oG9c2a3Xrx04LCMLuP71Gyy2h>

The Council will meet virtually due to the coronavirus pandemic in
accordance with SB 2135.

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

Public can also dial in at: +1 312 626 6799 Meeting ID: 958 7769 7742

I. Call to order, Welcome and Introductions

Present via Zoom: Carolyn Coulter (PrairieCat), Emily Faulkner (DK), Lauren Offerman (TC), Elizabeth Smith (PrairieCat), Emily Porter (BY), Julie Wayland (PR), Patricia Smith (RO), Michele Arms (CH), Charm Ruhnke (PU), Penny Bryant (Chair-PT), Laura Watson (HC), Victoria Blackmer (CV), Ashley Huffines (FP), Hilaree Lombardo (Oregon)

Absent: Laura Long (EM), Jeff Munson (FG), Chelsey DeSplinter (PrairieCat)

Bryant (Chair-PT) called the meeting to order at 10:02 am.

II. Introduction of Visitors and Public Comments

The Council welcomed newly elected Council members, Victoria Blackmer (CV), Ashley Huffines (FP), and Hilaree Lombardo (Oregon) to the meeting.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for May 7th, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for April 2021
- c. Approve check register for 4/28/21 to 5/27/21
- d. Statistical reports
- e. Approval of meeting dates, FY22

MOTION #1

Smith (RO) moved and Ruhnke (PU) seconded to approve the consent agenda as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

Coulter (PrairieCat) shared the migration for Marengo-Union Library District is moving along smoothly. The staff have completed all of the required pre-Go Live training. The Go Live is scheduled for the end of June.

Coulter (PrairieCat) shared Lostant Community Library hired a Director, Kim Udstrand. Udstrand has begun her training on TalentLMS.

Coulter (PrairieCat) has spoken with the Princeton School District about joining; the high school is already a member. Coulter has also been in communication and sent a quote to North Chicago PL about joining; the director is talking to the library board about joining.

VI. Administrative Issues

- a. Welcome new Administrative Council members, and recognition of departing members.

The Council thanked Michele Arms (CH), Lauren Offerman (TC), Julie Wayland (PR), and Jeff Munson (FG) for their years of service on the Administrative Council.

The Council welcomed the following new members and reelected members.

- Public Library Tier 1 Seat: Ashley Huffines, Director at Freeport PL
- Public Library Tier 2 Seat: Beth Ryan, Director at Johnsburg PL
- Public Library Tier 3 Seat: Victoria Blackmer, Assistant Director at Robert R. Jones PLD
- Public Library Tier 3 Seat: Penny Bryant, Director at Pecatonica PL
- At Large Seat (2-year term): Hilaree Lombardo, Director at Oregon PL

- b. ACTION: Election of Administrative Council officers

Patti Smith (RO) has agreed to serve as Chair. The council nominated Charm Ruhnke (PU) as Vice-Chair; Laura Long (EM) as Secretary; and Laura Watson (HC) as Treasurer.

The Finance Committee meets four times a year usually, and the Treasurer chairs the Committee.

MOTION #2

Porter (BY) moved and Ruhnke (PU) seconded to approve the Administrative Council Officers, Smith (RO) as Chair; Ruhnke (PU) as Vice-Chair; Long (EM) as Secretary; and Watson (HC) as Treasurer as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- c. ACTION: Appointment of check signers

MOTION #3

Smith (RO) moved and Ruhnke (PU) seconded to approve the Executive Committee members as check signers as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- d. ACTION: changes to Employee Handbook
Coulter (PrairieCat) explained some changes to the Employee Handbook were required due to PrairieCat joining IMRF and there some revisions to the teleworking policy.

MOTION #4

Offerman (TC) moved and Arms (CH) seconded to approve the changes to the Employee Handbook as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- e. ACTION: changes to Technical Service Policy Manual

MOTION #5

Faulkner (DK) moved and Watson (HC) seconded to approve the

changes to the Technical Service Policy Manual as discussed.
There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9
Nays: 0
Abstentions: 0

Discussion:

Coulter (PrairieCat) suggested changing the revisions to "PrairieCat technical services functions."

- f. Discussion, ILL barcode policy
Coulter (PrairieCat) said each year the Council reviews the ILL barcode policy. The PrairieCat ILL barcode policy sells blocks of holds in 100s. The Council agreed no changes were needed.
- g. Discussion, in-person meetings going forward
Coulter (PrairieCat) said with widespread vaccine availability and Illinois scheduled to enter Phase 5 on June 11, it seems the Administrative Council could safely resume in-person meetings starting in July.

Smith (RO) volunteered her library as a meeting location.

For Delegates Assembly, we should be able to meet in July remotely still. Coulter (PrairieCat) suggested the October meeting will probably have to be in person.

- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee –no report

- VIII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #6

Faulkner (DK) moved and Smith (RO) seconded to adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9
Nays: 0
Abstentions: 0

Discussion:

The Council met during closed session.

Offerman (TC) shared that the Council would like Coulter to take an additional 3 personal days for the FY22 fiscal year. Offerman shared the Council would like Coulter to keep the budget approved 2% salary increase. Porter (BY) and the Council said they would like to have the ability to give merit-based raises. The Council said they would also like Coulter to share their deepest gratitude to the staff for their hard work during the last year.

MOTION #7

Faulkner (DK) moved and Watson (HC) seconded to approve the budgeted FY22 2% salary increase to Coulter and award an additional to the 3 personal days. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

- IX. Review of Meeting – what worked and what didn't
The meeting went well.
- X. Public Comments
There were no public comments.
- XI. Adjournment
The meeting adjourned at 11:18 a.m.
- XII. Next Meeting – Friday, July 2, 2021, at Cherry Valley Public Library, 755 East State Street, Cherry Valley, IL and online via Zoom